

# Town of Manchester

## Job Description

**Title: Assistant Town Clerk**

**Department: Town Clerk**

**Supervisor's Title: Town Clerk**

**Date: 06/19/2014**

### Summary of Position

A complex administrative/clerical position requiring a high level of accuracy and attention to detail, constant contact with the general public, and willingness to assume all responsibilities in the absence of the clerk (24 V.S.A. § 1171.) This position is appointed by the Town Clerk as provided for by Vermont State Statute (24 V.S.A. §1170)

### Duties and Responsibilities

The responsibilities of the Town Clerk's Office include, but are not limited to, answering phones, responding to questions from the public, processing mail, maintaining appropriate supplies relating to the clerk's office; recording, filing and maintaining land records, vital statistics, official municipal records and documents; assisting with the management and oversight of elections; issuing various licenses and collecting fees. For more details, visit [http://www.vlct.org/assets/Resource/Handbooks/VLCT\\_Municipal\\_Clerk\\_Handbook.pdf](http://www.vlct.org/assets/Resource/Handbooks/VLCT_Municipal_Clerk_Handbook.pdf)

### Additional Requirements:

Serve as a notary public. Ability to move large recording volumes and boxes which may require lifting of up to 25 pounds. Ability to simultaneously handle multiple requests, complete tasks in a timely manner and prioritize requests. Must establish and maintain a professional and effective working relationship with Town employees and the general public. Some nights and weekends mandatory during elections and Board of Civil Authority hearings and meetings. Attend meetings, seminars and training as requested by the Town Clerk. Must be honest, trustworthy and must be able to handle confidential information in a sensitive manner.

### Qualifications

Minimum of two years of experience in a professional office setting. Associate degree from accredited college in related field is preferred, but not required. Strong computer skills and ability to proficiently learn new software. Attention to detail and ability to work under pressure with a high level of public contact. Exercise excellent verbal and written communication skills on a daily basis, often in difficult situations. Six month probationary period.

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Assistant Town Clerk

Date: \_\_\_\_\_

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Town Clerk

Date: \_\_\_\_\_